Steps to Using

ALECSYS INFOBASES on the desktop:

1. Setup
2. Query
3. Print
Appendix: List of Infobases

Introduction:

ALECSYS (Alaska Legislative Computer System) Infobases is available on every computer desktop in the Alaska State Legislature. It contains the same information as the **Infobases** on the legislature's internet/ intranet site, but with an easier to use search engine and more Infobases, including the *Alaska Statutes* annotated version and the Voter Registration list. (For list of Infobases available only in the ALECSYS Infobases, <u>not</u> on the internet, see the Appendix.)

REMEMBER:

- **ALECSYS** is powerful -- will search for word, phrase or person's name through all the minutes or bills in a 2-year legislature.
- It's easy. Keep it simple – can find information using simple searches.
- Legislative Library staff (465-3808) can help you with your search.

Following are suggestions and information so ALECSYS Infobases are easier to use and you can find what you need.

1. Setup

The Infobases can be accessed through the Start menu -> ALECSYS Infobases. Each of those links to a different Infobase.
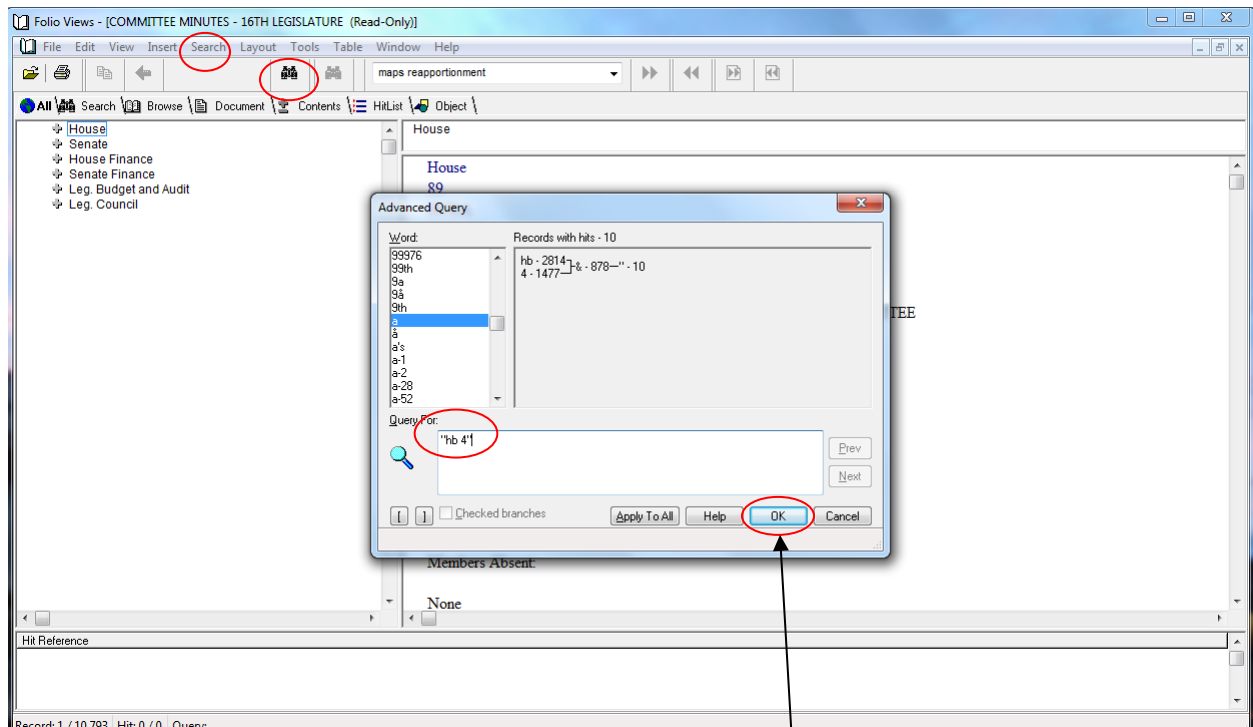
Note that the Start Menu link does not automatically update, and may not be complete. Contact Help Desk (465-4357) if links are missing. As of December 2016, there should be links to the 29th (2015-2016) Legislature materials.

If you would like to create a desktop link to the Infobases, right-click on the desktop background, click on "new," "shortcut." In the box that appears, type in "S:\ALECSYS Infobases" and then click "next." Name the link, and then click "Finish."
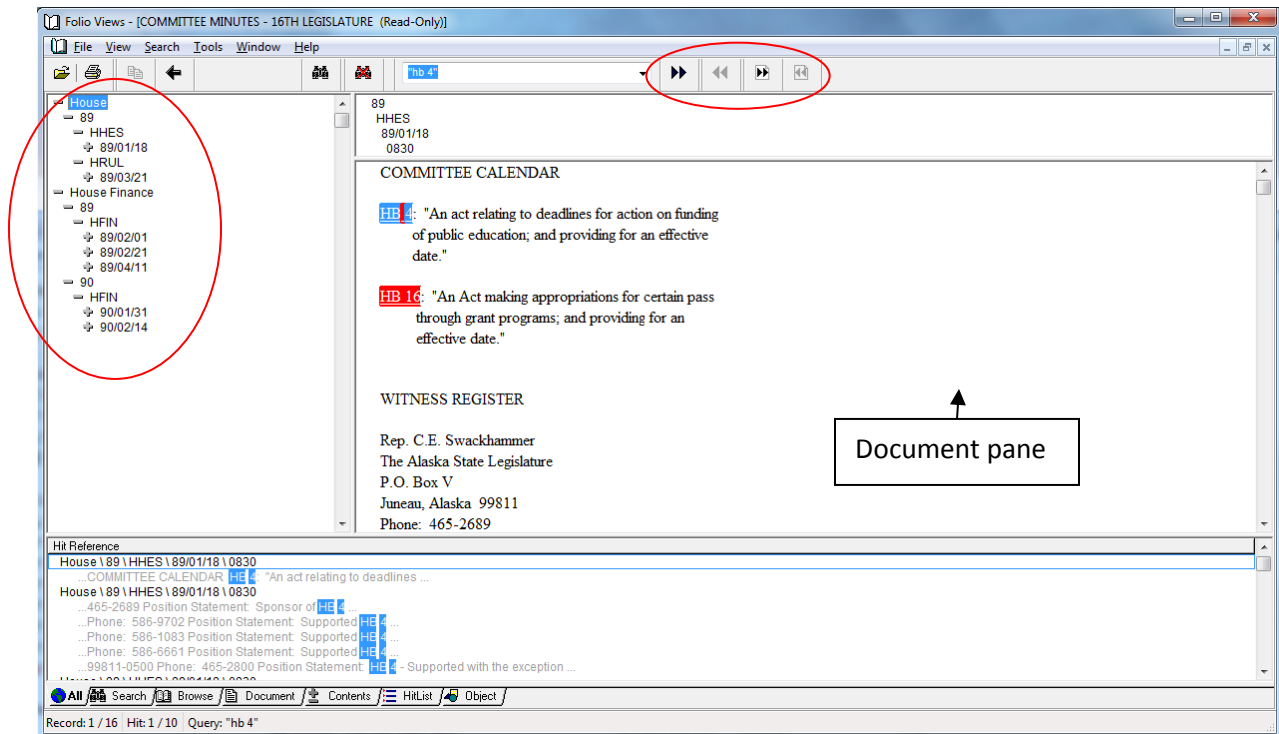
Feel free to contact the Help Desk for assistance with setup if needed.

2. Query:

Choose and open the relevant Infobase. Once you have opened an Infobase, you can query using either of the Search features. Put quotes around a phrase or bill number, such as "hb 4"

Click OK

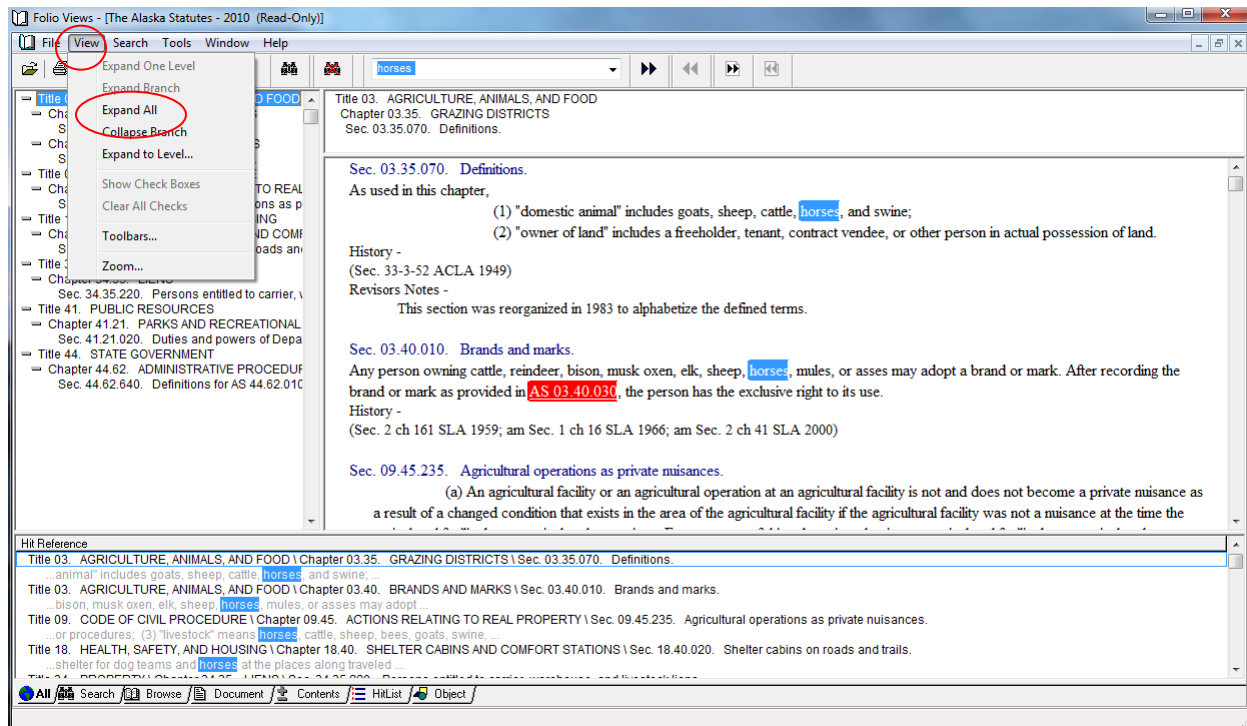This is the Contents list for a Minutes Infobase search.

Document pane

You may use the Contents list as an outline from which to work, and a way to move between documents. As a general rule, you can click on "+" or "-" to expand or collapse entries.
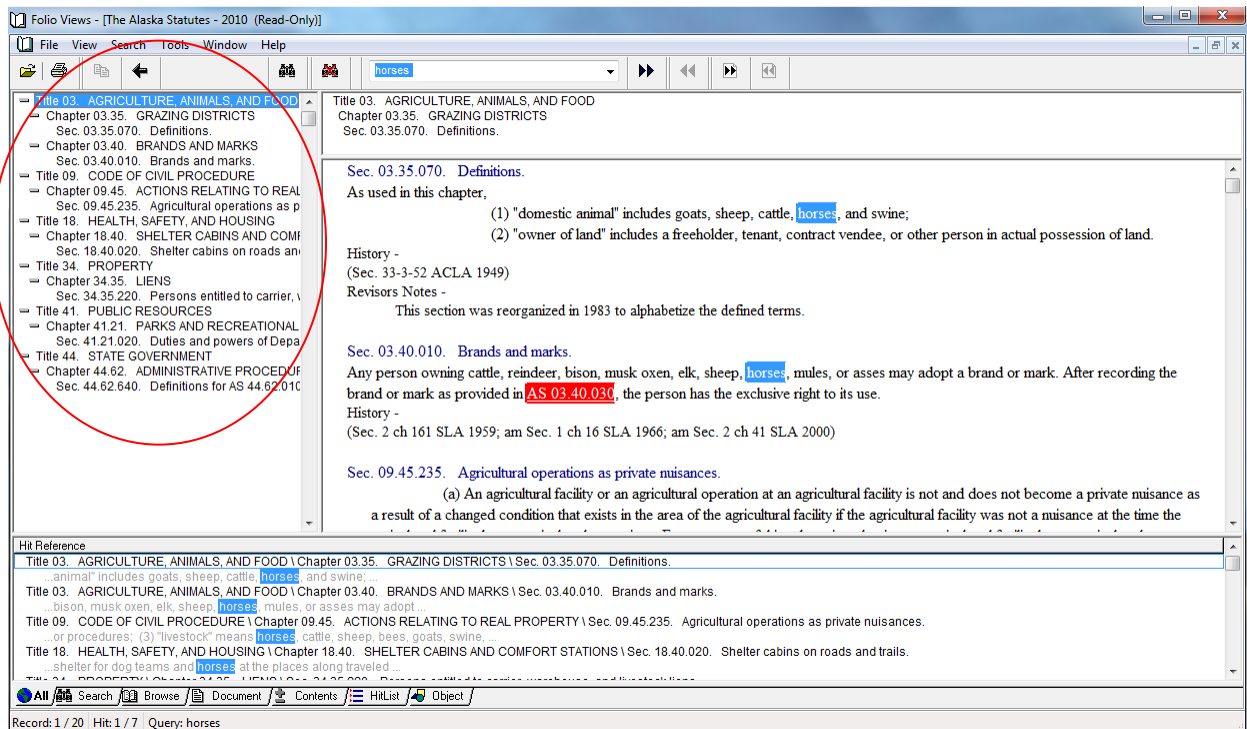
To move between hits, click first in the Document pane then use the large arrow icons to go to next or previous hit.

Use the small arrow icons to go to the next or previous partition (beginning of document or section.)

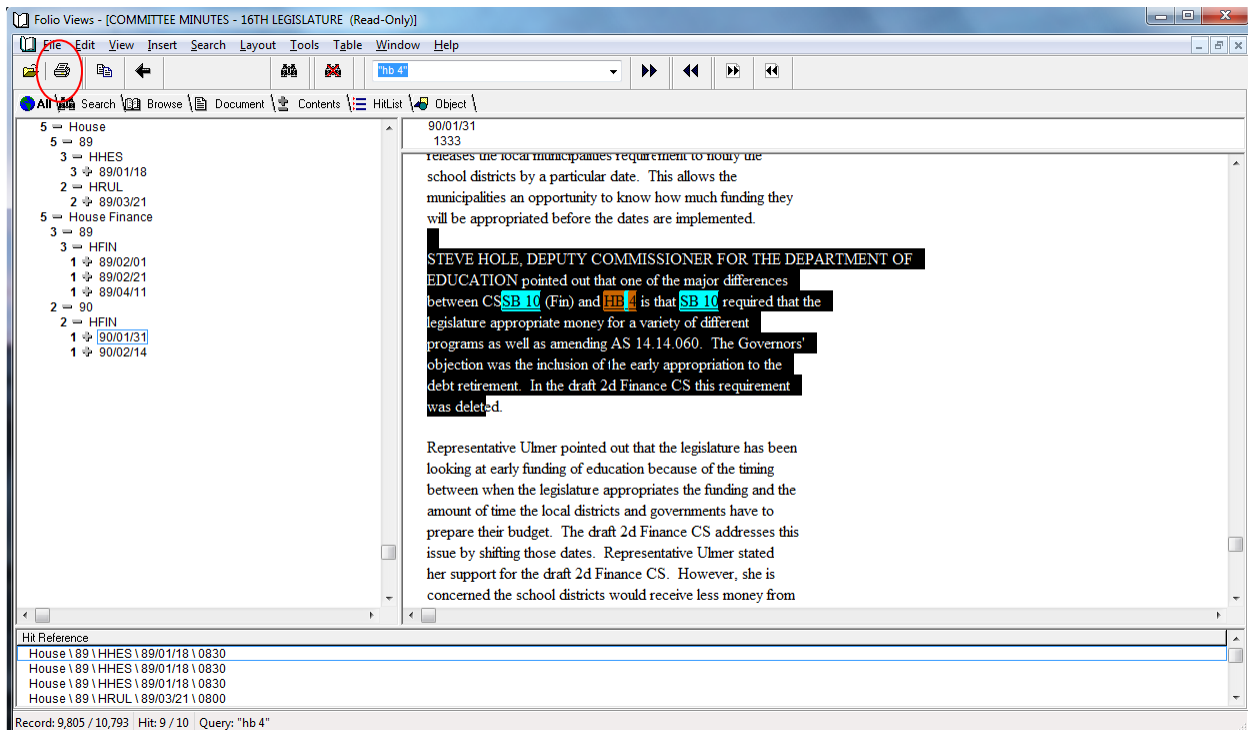For Statutes and Regulations Infobases, you can select "Expand All"

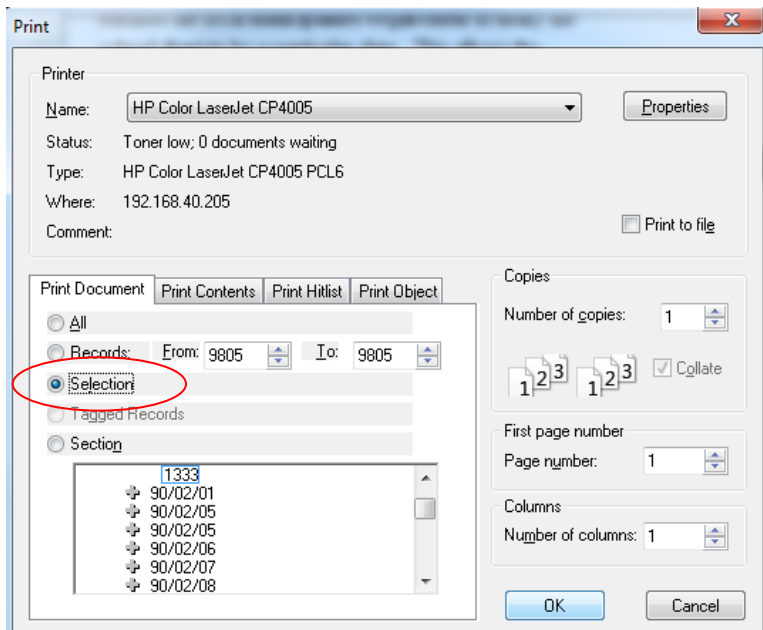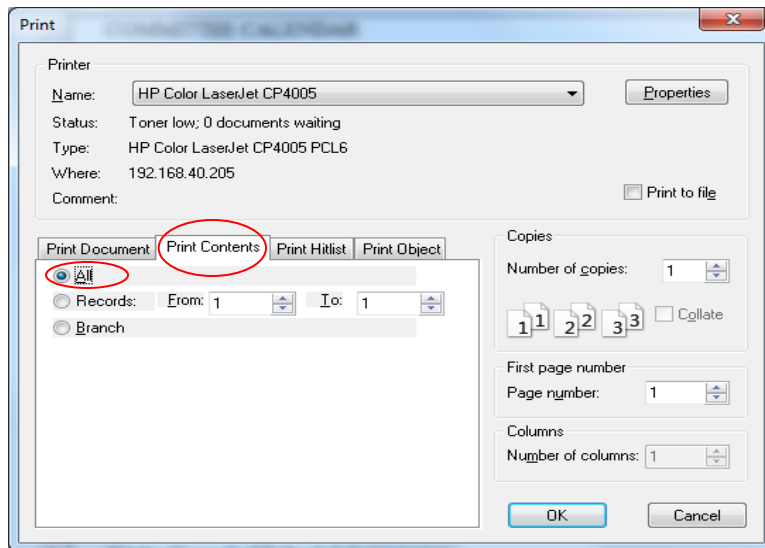This is a Contents list for an Alaska Statutes search

3. Print:

To Print: highlight what you want to print, select "Print"

Choose print "Selection", otherwise you will print more than you want

To print Contents list: select Print, "Print Contents" tab, and "All"

APPENDIX: Infobases

Infobases

Alaska Administrative Code

Alaska Constitution (annotated)*

Alaska Constitution - text only

Alaska Statutes (annotated)* - 1993 to current year

Alaska Statutes - text only - 1993 to current year

Committee Minutes - 1982 to current year

Journals - 1987 to current year

Leg Library Catalog**

Leg Research Library*

Leg Research Requests***

Legislative Resolves - 1983 to current year

Measures - 1983 to current year

Session Laws - 1981 to current year

Uniform Rules

Voter Registration List*

Footnotes:

* Infobases only available **on the desktop**, **not on the internet or intranet**:

> **Alaska Constitution *Annotated***
> **Alaska Statutes *Annotated***
> **Legislative Research Library (LRAL) Catalog**
> **Voter Registration List**

** **Legislative Reference Library (LLIB**) is catalog of library's legislative history materials; **only the internet version has links to the full text documents**.

 ***   **Legislative Research Requests (LRAR)** is catalog of released Legislative Research Reports; **only the internet version has full text reports and attachments**.